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**From:** Mary Ellen Tuccillo [maryellen.tuccillo@cadmusgroup.com]  
**Sent:** 11/16/2018 5:09:50 PM  
**To:** Shea, Valois [Shea.Valois@epa.gov]; Suchomel, Bruce [Suchomel.Bruce@epa.gov]  
**CC:** Arnold, Rick [Arnold.Rick@epa.gov]  
**Subject:** RE: [EXT] Work Assignment 3-96 Kick-off meeting - Tuesday, Nov 27, 1:30 – 2:30 Mtn time?

Hi Valois,

Yes, that time is fine. We'll look forward to talking to you then.

Mary Ellen

**Mary Ellen Tuccillo, Ph.D.** | Senior Scientist  
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*Water is the driving force of all nature. Leonardo da Vinci*

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**From:** Shea, Valois <Shea.Valois@epa.gov>  
**Sent:** Friday, November 16, 2018 11:00 AM  
**To:** Mary Ellen Tuccillo <MaryEllen.Tuccillo@cadmusgroup.com>; Suchomel, Bruce <Suchomel.Bruce@epa.gov>  
**Cc:** Arnold, Rick <Arnold.Rick@epa.gov>  
**Subject:** RE: [EXT] Work Assignment 3-96 Kick-off meeting - Tuesday, Nov 27, 1:30 – 2:30 Mtn time?

Hi Mary Ellen,

Our supervisor, Douglas Minter, would like to be part of our kick-off call. It looks like Tuesday, Nov 27, 1:30 – 2:30 Mtn time works for everyone on our end. Does that work for you?

Thanks!

*Valois*

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**From:** Mary Ellen Tuccillo <[maryellen.tuccillo@cadmusgroup.com](mailto:maryellen.tuccillo@cadmusgroup.com)>  
**Sent:** Friday, November 16, 2018 8:53 AM  
**To:** Suchomel, Bruce <[Suchomel.Bruce@epa.gov](mailto:Suchomel.Bruce@epa.gov)>  
**Cc:** Shea, Valois <[Shea.Valois@epa.gov](mailto:Shea.Valois@epa.gov)>; Arnold, Rick <[Arnold.Rick@epa.gov](mailto:Arnold.Rick@epa.gov)>  
**Subject:** RE: [EXT] Work Assignment 3-96 Kick-off meeting

Hi Bruce,

It was great speaking with you as well. I will call Valois this afternoon to touch base on the best time for a kickoff call. We look forward to working with you and Valois and Rick.

Safe travels and Happy Thanksgiving!

Regards,  
Mary Ellen

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**From:** Suchomel, Bruce <[Suchomel.Bruce@epa.gov](mailto:Suchomel.Bruce@epa.gov)>  
**Sent:** Thursday, November 15, 2018 12:51 PM  
**To:** Mary Ellen Tuccillo <[MaryEllen.Tuccillo@cadmusgroup.com](mailto:MaryEllen.Tuccillo@cadmusgroup.com)>  
**Cc:** Shea, Valois <[Shea.Valois@epa.gov](mailto:Shea.Valois@epa.gov)>; Arnold, Rick <[Arnold.Rick@epa.gov](mailto:Arnold.Rick@epa.gov)>  
**Subject:** [EXT] Work Assignment 3-96 Kick-off meeting

Hello Mary Ellen,

It was great speaking with you this morning. Thank you very much for your call - you had just received the statement of work yesterday!

As I mentioned, I will be out of the office after today until the 26<sup>th</sup>. Since you indicated you and your team will be ready for a kick-off meeting as early as next Tuesday, the 20<sup>th</sup>, I will leave it up to you and Valois to decide if it's best to get things going then.

As the Contracting Officer's Representative (COR) for this project I must advise that instruction to perform work that lies outside of the scope of the approved Performance Work Statement (PWS) is not allowed. It's unlikely that will be a concern during the kick-off meeting, but I'm supposed to get that statement out there to Cadmus, Valois and Rick in the event that I am not on a conference call. With that said you and Valois should feel free to hold discussions as you both see fit. As I mentioned, Valois is the technical point of contact for the Dewey-Burdock project, Rick will be involved with the modeling effort, and I will work the contracting aspects for this work assignment under the EP-C-15-022 contract. Again, thanks for the phone call, and we look forward to working with you and the Cadmus group on this effort.

Here is everyone's contact information:

Mary Ellen Tuccillo, [maryellen.tuccillo@cadmusgroup.com](mailto:maryellen.tuccillo@cadmusgroup.com), 617-673-7161

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